

**2010 TGEI Steering Committee
MINUTES for June 10, 2010
James K Polk Building 15th Floor Conference Room
Conference Call Number 615-741-2032**

Members Present

Lamont Price, Vice Chair
Debra Bloomingburg

Members Absent

Kandi Thomas
Danielle Barnes
Jamie Kilpatrick
Jesse Neely
Mac Purdy
Brian Senecal
Doug Stephens
Barbara Wall
George Zukotynski

Members Present Via Conference Line

Barbara Wall
Melinda Williams

Guests

Donna Jewell

Agenda

Agenda	
Topic	Notes
Review and Approve May 2010 Minutes	Approved with no changes noted.
Need a secretary Or volunteer for each meeting for minute taker.	Donna will take notes and forward to Lamont for corrections.
Treasurer's Report	Jesse Neely and Debra Bloomingburg will meet next week to transfer signatory authority. The financial statements for the last three months were presented. With neither income nor expenses, the bank balance has remained the same.
Update on Annual Conference Internal Planning Meeting with Lamont, Barbara, and Cathy. Immediate Action Required – We need volunteers for Annual Conference. TGEI Steering Committee	Lamont and Kandi met with the planning committee. Lamont brought the contract with the Department of General Services (DGS) regarding the Tennessee Room. Although we have a verbal agreement with DGS to waive the room rental and

will take the lead in planning for the Conference. TGMI will coordinate with us and provide their volunteers.

security guard fees, the contract appears to be silent on that matter. As a result, we need to raise those questions.

At this point, we currently know of \$5,625 in expenses for the conference (\$20 per person for food [\$5,000 total], stage rental - \$200, pipe/drape rental - \$300, and supplies - \$125). We also will need to have ideas for speaker gifts. Donna suggested the book "Nashville: Then and Now". Barbara indicated that the gift should definitely be related to Tennessee and reminded us that the amount will need to be in line with the state's ethics policy.

At this point, we have no financial commitment from either DOHR or UT, although DOHR will allow us to use table cloths, easels, etc.

On a conference call between Lamont, Cathy Salazar, Barbara and Donna earlier in the week, Cathy and Barbara suggested that we need to get committee chairs in place for the Fall Conference and may need to meet more frequently.

An email went out to all TGEI alumni in the directory and TGMI alumni regarding the Fall Conference. TGEI volunteers were asked to contact Cathy and Barbara. TGMI has two standing committees that will assist. Four from the TGEI 2009 Class have volunteered to date.

Due to his prior commitments, Lance Frizzell may not be asked to be a sound bite. In his stead, Lamont suggested Katie Rawls from the Tennessee Center for Performance Excellence who teaches Strategic Leadership. Melinda suggested newsman Rory Johnston to discuss public relations, how to get information to the public, and possibly how he has seen the departments pull together in time of need (like the recent flood).

Cathy has prepared a logo for the conference. It will now need to be approved by the joint planning committee.

	<p>Other things that we need to coordinate: Banners, welcome signs, agendas, name tags (Barbara suggested recycling these), sign-in sheets, CEU forms (Lamont believes that DOHR will coordinate these), agency giveaways (we need a point person to collect these items), and speaker gifts. Melinda mentioned that she has someone who could do the agenda and name tags (the same person who did them for the 2009 Holiday Breakfast). Lamont mentioned that TGMI's Jon Zirkle also has someone who could take care of this for us.</p>
<p>Alumni Directory Update: We have asked DoHR for TGEI class rosters. Trish will determine what is available and get back to me. We also need to ask DoHR how often we need to update the website for changes in the Alumni Directory. Monthly? Quarterly? Other?</p> <p>Security of Alumni Database – Concerns - Some retired Alumni have provided Donna with home addresses, phone numbers, and private email addresses. While we have their permission to include the information in the directory, can we or should we try to protect? If so, how?</p>	<p>Trish didn't have rosters. Suggested we talk to Dr. Tom.</p> <p>No movement on this front.</p>
<p>Status of documentation of any of our processes. (Events such as the Community Service events, golf tournament, conference planning, steering committee nomination and election process, and Holiday Breakfast planning)</p>	<p>We discussed briefly and reminded all who are involved in event planning or other functions to document their processes so that we can create our steering committee handbook for future committees.</p>
<p>Ideas for the Year:</p> <ul style="list-style-type: none"> - Community Services Projects - Share TGMI outreach efforts to local schools and possible TGEI partnership - State Parks Update from Lamont - Jesse Update on Golf Event - Summer Barbeque Update 	<p>Community Service Projects – Prior to the meeting, Melinda mentioned that her department is hosting a Homemade Purity Ice Cream Sundae event at 2:00 on Monday, June 14th to benefit the 25 employees at the Department of Labor who suffered in the flood.</p> <p>Donna agreed to check with Liz Sneed, Class of 2009, who had a close friend affected by the flood. [Update: the damage is far too substantial for volunteers; as soon as the family works things out between FEMA and their condo association, a</p>

	<p>contractor will be hired to do the necessary work.]</p> <p>We will work with TGMI on the school project upon the start of the new school year.</p> <p>Parks – any time we want to do something, Lamont will call his contact and we can help out.</p> <p>Debra mentioned that Radnor Lake was affected by the floods and they are asking for volunteers every Saturday in June. Lamont will compose an email with website information on this and Donna will send it out to the membership.</p> <p>Golf event – no date or movement on this event.</p> <p>Barbeque – no date or movement on this event. Lamont will contact Gene Naifeh to possibly hold this in the fall. If we decide to go that route, we can plug it/have a sign-up person at the Fall Conference (either for a community service event or a social event).</p>
<p>Issues on keeping the website current with pictures and updates on events.</p> <p>Lamont – Can you follow up with DoHR to update the 2009 TGEI class...add pictures, etc.</p> <p>Action: still need to determine possibilities with UT and/or DOHR</p>	<p>The 2009 class picture has been located and is currently being prepared by Sharon Buwalda and Mi Jones of DOHR. Hopefully, it will be on the website within a week.</p>
<p>Update on discussions from the combined meetings with DOHR and TGMI</p>	<p>Most involved Fall Conference. See above.</p>
<p>Other Business</p> <p>TGEI Orientation July 13-15 target dates @ TBI. See email from Dr. Tom. Provide input to him asap.</p>	<p>The Steering Committee will have 20 minutes and the Class of 2009 will have 25 minutes for presentations.</p>
<p>Future Agenda Topics:</p>	<p>By-laws: Changes need to be proposed (addition of an office of Vice-President, change Reporter function, change restriction for classes prohibited for running for Steering Committee positions) and sent out to the membership prior to the Holiday Breakfast. These changes will be voted on at that time. Derek will take the lead in organizing what changes need to be made.</p>

Derek has been working on this. He has sent it out to Cathy, Barbara, Donna and others for comment. Barbara mentioned that this needs to be on the July agenda so that the 2010 class will have some additional guidance for their elections.